View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Route Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

> **Application Tip**
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> The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

> **Application Tip**
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> You can view reports in HTML, PDF, Excel or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

> **Application Tip**
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> Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

> ⓘ **Application Tip**
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> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> ⓘ **Application Tip**
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> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.